

**SECRET**

WFO-2732-77  
Q 11 of 11  
25 March 1977

**REFERENCE:** Deputy Director (Plans)

**SUBJECT:** Proposed Format for Financial Reporting Project  
**CHALICE**

1. Pursuant to the instructions contained in paragraph number 7 of your memorandum dated 4 March 1959 (WFO-1469-77 copy attached for ready reference), there is transmitted herewith pencil copies of the format which we believe to be indicated. These samples are set up for both the projection report and the monthly Status of Funds Report. For sampling purposes, we have utilized the figures shown in the reports released to you covering the period ended 28 February 1959.

2. These proposals have been coordinated with both the Chief, R&D Branch and employees under the jurisdiction of the Contracting Officer and represents our best consolidated thoughts. The Contracting Officer desires that we advise you to the effect that the numbers shown under category one "Development" includes the cost of initial production items.

3. If you have any views or desires other than shown in the attachments, please so advise by notifying us informally, if desired, or indicate your adjustments on the attachments. If you concur in the format, please so indicate by signing in the space provided below and return the entire package to us in order that it may be adopted for the Status of Funds Report covering the period ended 31 March, the Projection Report through 30 June to be issued at 31 March 1959, and in the construction of working papers to be employed in consolidating the 1960 Operational Budget and the 1960 Congressional Budget.

LS/

Attachments: a/s

Controller, WFO-22/P

25X1

Distribution:

- 1 - Capt. WFO-22/P
- 2 - WFO/P
- 3 - Asst to WFO/P
- 4 - Acting Chief, WFO-22/P
- 5 - Chief, WFO Br, WFO-22/P
- 6 - Chief, Admin Br, WFO-22/P
- 7 - Chief, Material Br, WFO-22/P
- 8 - Chief, Center Br, WFO-22/P
- 9 - Mr Ops Br, WFO-22/P
- 10 - Reading (Fin)(w/ld in Fin)
- 11 - Closure

CHIEF:

RICHARD H. RYAN, JR.  
Deputy Director  
(Plans)

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\* "...with modification discussed  
31 March 1959".

25 YEAR RE-REVIEW

WFO-2732-77

**Page Denied**